

ECONOMIC DEVELOPMENT SPECIALIST

Recruitment #1501-4620-001

List Type Exempt

Requesting Department DEPT OF CITY DEVELOPMENT

Open Date 1/27/2015 3:00:00 PM

Filing Deadline 2/17/2015 11:59:00 PM

HR Analyst Lindsey O'Connor

INTRODUCTION

THIS POSITION IS EXEMPT FROM CIVIL SERVICE

Appointment and continued employment is at the pleasure of the Commissioner of City Development

PURPOSE

The basic function of this position is to coordinate economic development initiatives in the City of Milwaukee's Neighborhood Commercial districts.

ESSENTIAL FUNCTIONS

- Develop building inventories and identify strategic development opportunities within selected commercial districts.
- Develop new and innovative strategies for commercial development throughout the City.
- Organize business owners and neighborhood business groups in commercial districts.
- Prepare and develop Business Development workshops for business owners and neighborhood business groups.
- Prepare marketing materials and establish working relationships with commercial real estate brokers for the purpose of marketing Neighborhood Commercial district opportunities.
- Research and contact appropriate local, regional and national retailers regarding location opportunities in the City's Neighborhood Commercial districts.
- Appear before public bodies and community organizations to articulate issues and positions of the department and the City.
- Increase knowledge of regulatory and legislative issues and programs through study and professional development.
- Evaluate annual operating plans for Business Improvement and Neighborhood Improvement Districts.
- Identify challenges to enhancing Neighborhood Commercial districts and propose thoughtful solutions to those challenges.

MINIMUM REQUIREMENTS

1. Bachelor's degree in business, economics, urban affairs, real estate, or closely related area of study.

IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.

2. Three (3) years of program formulation and project implementation experience in the areas of economic development and/or commercial real estate development. Equivalent combinations of education and professional experience will be considered.

3. Valid driver's license and properly insured vehicle at time of appointment and throughout employment. Mileage reimbursement is provided.

DESIRABLE QUALIFICATIONS

Ability to fluently speak, read, write and understand Spanish.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of commercial real estate development in an urban setting. Knowledge of project management tools and techniques.
- Research and analytical skills to find and determine new and effective ways to develop interest in the City's Neighborhood Commercial districts.
- Oral communication skills to communicate effectively with diverse groups of individuals.
- Written communication skills to create reports and general business correspondence that is understandable and professional.
- Interpersonal and customer service skills to collaborate with a wide range of people across responsibility levels.
- Ability to effectively set goals, manages multiple priorities, and work within tight time constraints.
- Ability to effectively develop working relationships with diverse customers including elected officials, business owners, contractors, the public and co-workers.
- Ability to develop new and innovative strategies for commercial development throughout the City.
- Ability to use computer software and programs such as Microsoft Suite.
- Ability to work independently with minimal supervision.
- Ability to communicate complex information in reports that can be easily understood by multiple audiences.
- Ability to recognize, analyze and solve complex problems.
- Ability to use tact, diplomacy, and excellent judgment when interacting with the public, elected officials, and employees of the City.
- Ability to present technical information to various size audiences.

CURRENT SALARY

The current starting salary (PG 2GX) for City of Milwaukee residents is \$51,469 annually, and the non-resident starting salary is \$50,206. Appointment above the minimum is possible.

SELECTION PROCESS

The Selection Process will be job related and will consist of one or more of the following: education and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations and the Department of City Development reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision.

Application deadline is **Tuesday, February 17, 2015**. Receipt of applications may be discontinued any time after that date.